

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0229690	10. Budget Program Number 29505		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Social Worker Specialist			
3. Division Family Services			12. Proposed Class Title			
4. Section Prevention and Protection Services	For  Use  By  Personnel  Office	13. Allocation				Position Number
5. Unit Assessment and Prevention		14. Effective Date				
6. Location (address where employee works)  City: Topeka County: Shawnee		15. By	Approved			
7. (circle appropriate time) <input checked="" type="radio"/> Full time <input checked="" type="radio"/> Perm. <input type="radio"/> Inter. <input type="radio"/> Part time <input type="radio"/> Temp. <input type="radio"/> %		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 <input checked="" type="radio"/> AM <input checked="" type="radio"/> PM To: 5:00 AM <input checked="" type="radio"/> PM <input type="radio"/> PM	17. Audit Date: By: Date: By:					

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

**Name**

**Title**

**Position Number**

Rachelle Preston

Social Work Supervisor

K0224033 (U)

Who evaluates the work of an incumbent in this position?

**Name**

**Title**

**Position Number**

Rachelle Preston

Social Work Supervisor

K0224033 (U)

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This social worker has considerable latitude in setting priorities, planning time and making social work interventions in accordance with training and good practice standards. This position requires a significant amount of independent judgment and critical decision making. General instructions for work completed by this position are contained in the PPS Policy Manual and supplemental instructions. Casework is assigned to the social workers by the supervisor who will review work in terms of customer outcome. This is a professional social work position. The worker must be highly motivated and have a commitment to the preservation of families. The employee empowers families and assists in removing barriers for the safety of children. The employee functions as a member of a team, collaborates with the family and will be creative in adapting various intervention techniques. The position requires flexibility to the worker's schedule and is reviewed by a Supervisor through case conferences to determine customer outcomes.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	This position is part of a service delivery team responsible to provide quality customer service while performing a variety of tasks to meet service needs of children in families where abuse or neglect is suspected or are at risk for abuse and neglect. This position also involves performing a variety of tasks to ensure the service needs are being met for children who have been referred to family preservation, foster care, or adoption services. The position participates in investigating and gathering customer information, disseminating agency and program information, analyzing information to determine possible services, assessing for appropriate referrals within the agency and/or to community resources, maintaining single program cases and assisting customers to ensure children are protected and individuals reach their goals for self-sufficiency.
40%	E	<b><u>CASE INVESTIGATION AND ASSESSMENT</u></b> <ul style="list-style-type: none"> <li>Investigates reports of child abuse and neglect meeting agency policy timelines for response, case finding and assessments</li> <li>Addresses allegations of initial complaints and concerns regarding the safety and welfare of the child(ren) resulting from the investigation.</li> <li>Completes assessment of family dynamics and evidence of maltreatment.</li> <li>Determines protection needs of children based on factual information, profession judgment and child protection practices and principles.</li> <li>Establishes face to face contact with one or more family members to complete a thorough Family Based Assessment.</li> </ul>
25%	E	<b><u>CASELOAD MANAGEMENT</u></b> <ul style="list-style-type: none"> <li>Staffs cases with Supervisor and makes finding decisions based upon established policy and professional judgments.</li> <li>Prepares needed information and refers substantiated abuse/neglect cases to District Attorney/County Attorney with appropriate recommendations.</li> <li>Prepares reports timely for Juvenile, Criminal, and Domestic Court as called upon. Testifies in court and makes recommendations to ensure the protection of child(ren).</li> <li>Meets with contractors to review/staff cases for progress toward goals. Reviews and participates in developing case plans for the child/family. Help community partners resolve conflict.</li> <li>Serve as an advocate for internal and external customers throughout all programs, areas and line of business with the agency.</li> <li>Facilitates the flow of communication between CWCBS providers and DCF Programs.</li> <li>Review the continuum of services offered</li> <li>Completes other duties as assigned.</li> </ul>
20%	E	<b><u>SERVICE DELIVERY</u></b> <ul style="list-style-type: none"> <li>Based on family needs assessments coordinates services available through Family Services, coordinates with other community service programs and collaborates with other service providers to ensure families receive need services, including mental health and medical services.</li> <li>Completes referrals for Family Preservation and Foster Care and continues to monitor cases referred.</li> <li>Participates in staffing and provides information regarding the family's strengths and barriers to achieving self-sufficiency.</li> <li>Fully participates with service teams through active participation in team meetings, completing work assignments timely and working collaboratively with team members.</li> <li>Communicates with customers, the community, managers and co-workers in a manner that is courteous, respectful, and protects human dignity.</li> <li>Completes other duties as assigned</li> </ul>

15%	E	<b><u>AGENCY/PUBLIC RESPONSIVENESS</u></b> <ul style="list-style-type: none"> <li>• Responds in a positive, professional manner to clients, community and other professionals. Seeks to resolve differences in a positive manner within DCF rules and regulations. Utilizes formal information training opportunities and professional readings to enhance knowledge and skills in family/assessment, social work intervention, leadership and teamwork. Completes all other duties as assigned.</li> <li>• The social worker should attend related training, unit meetings, individual conferences, workgroups, and will need to complete any other duties assigned, in particular special projects. Provide support in absence of other team members.</li> </ul>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
 ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
 ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.  
 ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.  
 ( ) Major program failure, major property loss, or serious injury or incapacitation.  
 (X) Loss of life, disruption of operations of a major agency.

Please give examples.

Incorrect policy adoption and implementation of decisions could result in loss of life of clients served and DCF staff. Misapplied or inappropriate applied policy could result in depletion of limited resources; affect the well-being of consumers, and loss of staff and federal funding. Children could be seriously harmed to the point of loss of life or experience unnecessary trauma. Poor service delivery could affect community resources as well as provider participation in efforts to accomplish goals and objectives. Ineffective delivery of program services could result in prolonged dependency on assistance programs.

Failure to comply with policy, procedures and tasks in the position description could result in an unsatisfactory evaluation.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires daily contact with agency employees, including administrative and supervisory staff, community agencies, government officials, community leaders, and the general public. Contacts are in person, by telephone, or email to provide information regarding agency programs, policy, and procedures and to obtain input for evaluation, change, and to insure local and government cooperation.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This position may occasionally deal with hostile and angry individuals. The potential for legal liability exists. This position requires travel within the State of Kansas.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, calculator, telephone, all general office equipment, and vehicle to travel for business is required.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

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Education or Training - special or professional

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Licenses, certificates and registrations

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License to practice social work in the State of Kansas at the time of hire.

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Special knowledge, skills and abilities

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This employee must have the ability to communicate clearly in person, by phone, email and writing. Must have the ability to apply proper interviewing techniques, assess social service needs, and identify resources to meet consumers' needs. Must be able to develop cooperative and satisfactory contacts with consumers, collaterals, and other professionals.

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Experience with foster care and adoption services.

Knowledge of crisis intervention techniques.

Valid Driver's License

Baccalaureate degree in social work from an accredited program

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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Personnel Official

\_\_\_\_\_  
Date

**Approved:**

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Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or  
Appointing Authority

\_\_\_\_\_  
Date